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How Do You Add a Second Deposit to an Order? Tammy Mason - 2017-09-18 - in Customer

How Do You Add a Second Deposit to an Order?

In cash receipts, enter the customer number and click add customer check. Enter the check number and the check amount.

There will be a line showing for the order number with the deposit already posted against that order. Highlight the line and click inv edit. In the paid field, enter the amount of the check or additional deposit amount against this order. Click ok. The deposit amount will be increased and include both deposit amounts.